Continuing Education: Call for Proposals Guide

Deadline: January 31st, 2026

1. Background information

Continuing education is central to EPFL's mission and is becoming increasingly important both nationally and internationally. It also offers faculty members a unique opportunity to strengthen their direct links with industry and generate additional resources for the benefit of laboratories.

2. Mission of the call

The EPFL Continuing Education Grant encourages professors and permanent members of the academic staff to propose new courses, with a preference for the following fields: Data Science, Governance & Leadership in Digital Technologies, Information Systems and Security, Sustainability and Energy, Advanced Manufacturing and Engineering Technologies, Health and Life Sciences.

Candidates are encouraged to think outside the box and come up with original continuing education programmes that draw on EPFL's expertise and address specific societal issues and market needs. The grant will enable laboratories, chairs, centres, sections, schools and other units to explore and design training modules that have a real societal impact.

There are no restrictions on the areas of research, provided that the training programme draws on EPFL's expertise or is directly related to it. All proposals are welcome, but priority will be given to projects that address the most critical needs and to short formats such as microcredentials.

3. Rules and eligibility requirements

- Only EPFL Professors, MERs and Senior Scientists are eligible to act as Course Leaders. EPFL Emeriti/ae and lecturers can also put forward their proposals if they have an eligible Course Leader identified.
- Centers are particularly invited to participate in the call.
- Proposals from Associated Campuses are welcome. The Extension School will be interacting closely with the EPFL Associated Campuses through the relevant Faculty Contacts for Continuing Education, to ensure coordination and potential support for ContEd initiatives coming out of these hubs.
- Alumni are welcome to propose continuing education ideas and suggestions, and to submit these to an EPFL Professor/ MER/ Senior Scientist to respond to the call.
- Support from the Dean of the School/College or from the AVP-Centers & Platforms [1] would be beneficial.
- The Course Leader is invited to include one or more co-applicants, within or outside EPFL. This is not compulsory.

- The seed funding can only be used for project development and design i.e., prospective learner analysis, course design, syllabus development, LMS adjustment, design and production of learning material, including digital learning resources.
- Projects can be co-sponsored by third parties (e.g., federal government, cantons, foundations, business acting as a potential program partner).
- The main intellectual property (IP) of the project proposal is owned by the EPFL. If IP is jointly generated with another institution, an inter-institutional agreement must be put in place.

4. Grant amount and eligible costs

Grant purpose and amount

The grant offered to successful candidates will be used to cover <u>half of the overall costs (50%) of the development</u> of a new course to the course leader's unit until the successful launch of the course, with a maximum limit described below, depending on the type of course put forward. The grant will be paid in installments according to the amount approved and the progress of course development.

Name of Course	Abbrev.	ECTS (standard) (One ECTS = 30 hours work)	Maximum grant amount
Master of Advanced Studies Master of Technology Executive Master of Technology and Business Administration	MAS MTech EMBA	60 ECTS and more	220'000.- CHF
Diploma of Advanced Studies	DAS	30-59 ECTS	70'000.-
Certificate of Advanced Studies	CAS	10-29 ECTS	40'000.-
Certificate of Open Studies	COS	10-29 ECTS	40'000.-
Short courses / Microcredential	SC /MC	Less than 10 ECTS	20'000.-

Eligible costs

- Costs that are eligible to receive compensation by the grant must have been planned for with the continuing education unit during the call for proposal process (see budget template form). Any costs not part of this process will be considered on a case-by-case basis.
- Costs for the following categories can be requested within the creation grant:
  o HR costs for staff and/or collaborators developing the course
  o Course design and prototyping
  o Other costs such as software, digital educational resources and/or market assessment
- Overhead: The overhead taken by the FCUE according to EPFL regulation is 20% of the revenues.

- Participation in profits: even though according to regulations, the FCUE receives 1/3 of the total benefit for courses that use FCUE resources for marketing, communications and logistics support, successful participants to the call will not be subject to this for the first iteration of their course.

Notes

- The Course Leader should be able to justify the good use of the grant and give a narrative description of the resources planned for each activity. Funding may only be used for activities directly related to, and budgeted under, the project and may not be used for any other purpose.
- The use of other internal and external funds is welcomed.
- Concrete plans regarding long-term financial sustainability should also be provided in the application as a project deliverable.
- The money will be transferred to the EPFL unit fund, where expenses will be registered by the host unit administrator.
- No payment will be made to individuals, or other private or public entities.
- A financial and activity report (incl. Infocentre extracts) will have to be submitted no later than three
- months after the course's first cohort's starting date.

5. Evaluation criteria and review selection process

A. Course Impact

- Does the proposed course target an un(der)addressed societal need?
- Does the proposed course target an un(der)addressed market need?
- Will the impact of the course have a positive effect on:
- Sustainability?
- Equality, diversity and inclusion?
- Digitalization of society?
- Could the program lead to the creation of a new market?

B. Quality of Proposal

Clarity of:
- Course purpose and objectives
- Target audience
- Knowledge and skills prerequisites
- Learning outcomes
- Budget needs
- Governance (academic director; program director; committee, etc.)

Feasibility and longevity of project:

- Coherence of course objectives, learning outcomes and program design
- Budget projections matching market realities as well as program ambitions
- Support from School/Center leadership
- Potential for a number of EPFL academic directors to take on

C. **Learner Experience**

- Linked to an EPFL area of excellence
- Balance between theory and practice
- Interdisciplinarity
- Lab presence
- Diversity of pedagogical tools
- Teachers' diversity of background (departments within EPFL; educational institutions; private sector involvement; gender diversity; etc.)

6. Selection & decision

A committee composed of experts and the Extension School team will review each application before submitting its recommendations to the AVP-DLE and the VPA. These bodies will decide on the funding of projects.

7. Contact

For any questions, please contact extension.school@epfl.ch